



**CONTRACTING ACTIVITY REPORT****Reporting Period (enter last two digits of fiscal year):**☐ Mid Year 7/1/20\_\_ through 12/31/20\_\_☐ Annual 7/1/20\_\_ through 6/30/20\_\_

CONTRACTING ACTIVITY CATEGORY	PART 1 Certified Disabled Veteran Business Enterprise (DVBE) Participation in State Contracting Activity						PART 2 Certified Small Business (SB) / Microbusiness (MB) Participation in State Contracting Activity					
	TOTAL CONTRACT AWARDS			CONTRACTS UNDER \$25,000			Total Contract Dollars*	Contracts to Primes	SB / MB Sub-Contractor Dollars	Total SB / MB Contract Dollars	Percentage	
	Total Contract Dollars*	Total to DVBEs*	Percentage	Total Contract Dollars Less than \$25,000	Total Dollars to DVBEs Less than \$25,000	Percentage						
	A	B	C	D	E	F						
G	H	I	J (=H+I)	K								
1. GOODS								SB	SB	SB	SB	
								MB	MB	MB	MB	
2. SERVICES								SB	SB	SB	SB	
								MB	MB	MB	MB	
3. CONSTRUCTION								SB	SB	SB	SB	
								MB	MB	MB	MB	
TOTALS								SB	SB	SB	SB	
								MB	MB	MB	MB	
TOTAL NUMBER OF CONTRACTS AWARDED TO SB, MB & DVBEs											SB	MB
AGENCY						DEPARTMENT						
STREET ADDRESS				CITY			STATE		ZIP			
<b>Preparer's Information:</b>						<b>Approver's Information:</b>						
NAME (PLEASE PRINT)				TITLE		NAME (PLEASE PRINT)				TITLE		
SIGNATURE 				DATE		SIGNATURE 				DATE		
PHONE			FAX			PHONE			FAX			
E-MAIL						E-MAIL						

\* The amounts shown in Columns A and G should be the same. If not, submit an explanation with this report.

If the Department is exempt from reporting DVBE, you **must** submit a copy of the statute with your report. **(DVBE ONLY)**\*\* If you did not meet your goals, submit an explanation and your plan with this report. **(ANNUAL ONLY)**

SB = Small Business

MB = Microbusiness

**Return Consolidated Department Report to:**Department of General Services  
Procurement Division, Report Coordinator  
707 3<sup>RD</sup> Street, 2<sup>ND</sup> Floor, IMS: Z-1  
West Sacramento, CA 95605

### *Instructions for Completing Contracting Activity Report*

#### **GENERAL:**

Submit one consolidated report for your department. Report the total value, in whole dollar amounts, of all contracts with any non-governmental entity, issued or changed during the reporting period, for each category (1. Goods, 2. Services, or 3. Construction) of contracting activity. “**Contracts**” includes all forms of service contracting, and purchases, as well as all forms used for that purpose, *such as* the STD. 2, STD. 210s, STD. 65s (regardless of version), STD. 40s, Form 42s, (service orders, purchase orders, sub-purchase orders), and any other forms used by your department to acquire goods, services, or construction, including CAL-Card transactions. **(Include any contracts issued by the DGS on your behalf, as well as any contracts issued by another department on your behalf.)** Where DGS or another department previously reported, your department will now be reporting these contract dollars. For all contracts, *include* any

amendments, alterations, change orders, and extensions to those contracts (by whatever form number used) that change the total amount awarded by more than \$1.00. “**Goods**” includes all contracts for materials, supplies, equipment, food, and information technology or telecommunications goods.

In the top right-hand corner of the **Contracting Activity Report STD. 810** place a check mark in the box that corresponds to the time period for which your report is submitted. Note this is either the first six months of a fiscal year, or an entire fiscal year (fiscal year totals are an accumulative total of the first and last six months). Enter the last two digits of the fiscal year that the report represents in the space provided.

#### **THE FOLLOWING INSTRUCTIONS APPLY TO BOTH PARTS 1 (Certified DVBE Participation) AND 2 (Certified Small Business / Microbusiness Participation)**

##### **Row 1. Goods – Include:** Contracts with suppliers that hold:

- California State Computer Store Contracts
- California Multiple Award Schedules (CMAS) Contracts for goods (remember to *include* information technology goods)
- Food Prime Contracts
- Janitorial Supply Prime Contracts
- Master Purchase Agreements (MPA)
- Office Supply Prime Contracts
- State Price Schedules (except those with the Prison Industry Authority)
- Statewide Contracts

**Include** all contracts executed by your department under delegated authority for goods or information technology, including Form 42 emergencies, and CAL-Card transactions, even if less than \$100.

##### **Row 2. Services – Include:** Contracts for services with suppliers that hold:

- California State Computer Store Contracts
- California Multiple Award Schedules (CMAS) Contracts for services
- Master Service Agreements (MSA)
- Master Rental Agreements (MRA)
- Volume Purchase Agreements (VPA) (these contracts are for the purchase of a license to use a product, not the actual product)

**Include** all contracts for personal services, consulting services, financial services, architectural/engineering and related services, public works-type contracts not reported in Row 3, and any other service with non-governmental entities, *including* contracts with any University Foundation or auxiliary organization, and *including* all contracts exempt from DGS review and approval.

**Row 3. Construction – Include:** Contracts for public works, new construction, capital improvements, and design-build, *including* contracts exempt from DGS review and approval.

**Do not include** contracts or agreements with the federal government, any other state government, the Prison Industry Authority, Interagency Agreements, Joint Powers Agreements, contracts or agreements with the California State University or the University of California or any of their respective campuses, concession contracts, revenue/reimbursement contracts, or contracts or agreements with any county, city, city and county, school or special district (commonly referred to as local agencies). **Do not include** grants, loans, local assistance/subvention agreements, or court-ordered settlements or cost.

**\* Departments are required to maintain records and documents to support total dollar amounts reported.**

**Guidelines for Completing Contracting Activity Report**

**PART 1 (Certified DVBE Participation): Complete Columns A through F for all three categories of contracts (Goods, Services, and Construction), as follows:**

- Column A:** Add up the total value of all contract awards for each of the three categories of contracts, and enter those totals in Boxes A1, A2, or A3 as appropriate. Total Column A.
- Column B:** Add up the total value of all contract awards made to certified DVBEs for each of the three categories of contracts, and enter those totals in Boxes B1, B2, or B3 as appropriate. Total Column B. Enter the number of contracts awarded to DVBEs.
- Column C:** Calculate the certified DVBE participation percentage by dividing the amount in Column B by the amount in Column A for each of the three categories of contracts as well as for the “Total Amounts” category, and enter the percentages in Column C as appropriate.
- Column D:** Add up the total value of all contract awards that had a value of less than \$25,000 each for each of the three categories of contracts, and enter those totals in Boxes D1, D2, or D3 as appropriate. Total Column D.
- Column E:** Add up the total value of all contract awards that had a value of less than \$25,000 each made to certified DVBEs for each of the three categories of contracts, and enter those totals in Boxes E1, E2, or E3 as appropriate. Total Column E.
- Column F:** Calculate the certified DVBE participation percentage by dividing the amount in Column E by the amount in Column D for each of the three categories of contracts as well as for the “Total Amounts” category, and enter the percentages in Column F as appropriate.

**PART 2 (Certified Small Business / Microbusiness Participation): Complete Columns G through K of the Contracting Activity Report, as follows:**

- Column G:** Add up the total value of all contract awards for each of the three categories of contracts, and enter those totals in Boxes G1, G2, or G3 as appropriate. Total Column G.
- Column H:** Add up the total value of all contract awards made to certified small/micro businesses for each of the three categories of contracts, and enter those totals in Boxes H1, H2, or H3 as appropriate. Total Column H.
- Column I:** Add up the total value of all contract awards subcontracted to certified small/micro businesses for each of the three categories of contracts, if known, and enter those totals in Boxes in I1, I2, or I3 as appropriate (*include* any amounts awarded to certified DVBEs that are also certified small/micro businesses). If not known, or if none, enter \$00.00. Total Column I.

**Column J:** Add up the total value of all contract awards made to certified small/micro businesses or subcontracted to certified small/micro businesses for each of the three categories of contracts ( $Column\ J = Column\ H + Column\ I$ ), and enter those totals in Boxes J1, J2, or J3 as appropriate. Total Column J. Enter the number of contracts awarded to Small Businesses and the number of contracts awarded to Microbusinesses.

**Column K:** Calculate the certified small/micro business participation percentage by dividing the amount in Column J by the amount in Column G for each of the three categories of contracts as well as for the “Total Amounts” category, and enter the percentages in Column K as appropriate.

**PARTS 3 and 4: Agency/Department Contact Information**

At the bottom of the report, please identify the name of your agency, your agency’s department’s complete address, and the contact information for the individual who prepared the report as well as the official who approved the report.

Please send the consolidated report, STD. 810 to: The Department of General Services, Procurement Division, Attn: Report Coordinator, 707 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, West Sacramento, CA 95605. Questions may be directed to the report coordinator.

**Reporting Contracts That Have Previously Been Reported by the DGS or Another Department on Behalf of Your Department**

The DGS and some other departments issue contracts on behalf of customer agencies. In the past, the DGS as well as other departments have reported the contracts they issue on behalf of state agencies. This is changing! Now **each state agency** will **include** these transactions on their own reports, **including** all contracts issued by state agencies with MSA contractors. State agencies that previously reported contracts issued on behalf of other departments should **discontinue** reporting these transactions.

**PART 5: Reasons Small Business and/or DVBE Participation Goals Were Not Met and Plans to Achieve These Goals**

Pursuant to Military and Veterans Code Section 999.7 and Public Contract Code Section 10115.5, if this is your Annual Report, and your 3% DVBE and 25% small business participation goals were not met, then your department is required by statute to report the reasons the goals were not met, and the steps your department will take to achieve these goals. Submit your explanation and plan along with your report.

**PART 6: Supplemental Information**

Include any comments or explanation pertaining to the statistical data on the STD. 810 report. If your totals in Columns A and G are not equal, explain why they are different.